

How to Prepare a Collections Transaction Record (CTR) Form ITA-2057, in U.S. Headquarters and Field Offices

(Updated 11/05/2008)

Introduction

ITA program offices located in the United States that receive collections (or funds) must transmit checks and money orders to the Lockbox. Lockbox addresses are provided at the end of this document. An "ITA Collections Transaction Record" (CTR), Form ITA-2057, must accompany each transmittal, documenting checks and money orders included with the deposit. The CTR is required to convey all necessary accounting and tracking information represented by the check or money order. All offices receiving funds must follow the procedures described herein to ensure that collections are properly accounted for and deposited.

The CTR, Form ITA-2057, and instructions are available on-line at *CBS Portal – Education – ITA Check Collection*. Those offices without access to the Internet should contact the person listed at the end of these instructions to receive the updated information.

(Refer to OFM 08 "How to Deposit a Collection Received in U.S." for deposit instructions. OFM-08 is available on *Our Place - ITA Admin - Policies and Guidance - Through the Maze*.)

Cash Receipts

The acceptable forms of payment for fees include checks, money orders, and (where implemented) VISA or MASTER CARD credit cards. Payment in cash should be discouraged for basic internal control reasons and because additional security is required to protect the cash and the individual holding the cash. If an ITA office agrees to accept cash, the cash must be converted to a money order or check in the same type of currency as the cash received. Make the money order or check payable to the "International Trade Administration" and transmit it to the Lockbox. Any fees incurred with converting the cash into a money order may be deducted from the actual amount collected. This, however, must be noted on the CTR.

Collections Transaction Record (CTR) Field Explanations:

The following is a brief explanation of the required information for each field of the CTR.

Form Field Name	Instructions
Date Transmitted	Record the date the form and all accompanying checks are sent to the Lockbox
Number of Checks in Batch	Record the number of checks in the batch to be provided to the Lockbox
Company Name/Payee Name	Record the name of company and/or payee name

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Form Field Name	Instructions
Source Ref No:	Record the reference or internal tracking codes (maximum number of characters is 20). <ul style="list-style-type: none"> ○ Deposit fund collections should reference the ITA Participation Agreement Number. ○ Non deposit fund collections may reference: <ul style="list-style-type: none"> ○ Original Obligation Document Number ○ Travel Order Number ○ Customer Reference Number / PO Number ○ Internal Tracking Reference Number ○ Other Tracking Code
Check No	Record the check number
Check Date	Record the date that is on the check
Check Amount	Record the amount that is on the check.
Project Code	Enter the appropriate ITA project code.
Task Code	Enter '000'.
FCFY (Fund Code Fiscal Year)	Enter the budget fiscal year.
Organization Code	Enter the Organization Code for the ITA office that is entitled to use the funds collected. (Because offices may collect checks that benefit other organizations, this code may differ from the office associated with the Originating Office below.)
Object Class	Record the object class. (Maximum number of characters is 8.) <ul style="list-style-type: none"> ○ Deposit fund collections are always coded to 05-20-00-00. For all other types of collections, refer to the OFM Object Class Guidance Document. (See <i>Our Place – ITA Finance – Accounting Codes</i>)
Originating Office	Enter the code associated with the ITA office that received and presented the check for deposit (Collecting Office). (Because offices may collect checks that benefit other organizations, this code may differ from the office associated with the Organization Code above.)
Total	Record the total amount for all checks that will be sent to the Lockbox in this batch.
Prepared By	Record the name of the person filling out the form.
Date	Record the date the form is completed.
Email Address	Include the preparer's email address.
Phone	Include the preparer's phone number.

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Lockbox Addresses and Contacts:

Regular Mail

ITA
Post Office Box 71053
Philadelphia, PA 19176-6053

FedEx or Other Courier

ITA – c/o CITI
500 White Clay Center Drive
Newark, DE 19711

For additional information contact ITA Accounting at 202-482-8363 or NIST at 301-975-3880. (Request to speak to the ITA Lockbox Representative)